

# PROCEDURAL GUIDANCE MESSAGE

Name and Grade of Action Officer SMSgt Sheila Kiernan				Office Symbol RSOPA		Series Number 634		Signature of Action Officer		Implementation Date: 09 Sep 04	
	To	Action	Initials/Date		To	Action	Initials/Date		To	Action	Initials/Date
1	RSOP/ CCU	Coord	RSOP 5Feb CCU _____	5				9			
2	JA	Coord	JA _____	6				10			
3	RSO/ CCU	APPR	RSO _____ CCU _____	7				11			
4	RSOPA	X-MIT	_____	8				12			

**FROM:** HQ AFRS/RSO

**SUBJECT:** National Call To Service (NCS) **Change#3**

**TO:** All Recruiting Service Personnel

1. This PGM supersedes PGM 625.
2. National Call to Service (NCS) is a Congressional program that provides prospective applicants an opportunity for short-term enlistment. NCS enlistees will incur the same eight (8) year Military Service Obligation (MSO) as traditional 4 and 6 year enlistees. Under the NCS program the enlistee will serve:
  - A. Fifteen (15) months on active duty (AD) following completion of BMT and Tech Training; followed by
    1. Extension on AD of at least 24 months, **or**
    2. Two (2) years of service in the Selected "regular" Reserve (SELRES); followed by
  - B. Remainder of MSO in either:
    - (1) AD
    - (2) SELRES
    - (3) Inactive Ready Reserve (IRR)
    - (4) Other national service program designated by the Secretary of Defense (i.e. Americorp, Peace Corp.)
    - (5) Any combination of the above
3. Program Management: RSOP will provide a spreadsheet to the groups with their NCS job allocations. Groups will manage their share of these jobs.
4. Incentives (payable on completion of active duty obligation or entry into 24 month extension):
  - A. \$5000.00 Bonus **or**
  - B. Up to \$10,000 repayment of student loans (See College Loan Repayment Program (CLRP) PGM) **or**
  - C. (Non-contributory) Education allowance for up to **12 months** payable at Montgomery GI Bill (MGIB) monthly rate **or**
  - D. (Non-contributory) Education allowance for up to **36 months** payable at one-half MGIB monthly rate (Education allowances will cease if SELRES obligation is not completed)

**NOTE:** Except as specifically provided for in implementing regulations, **failure to complete the 8-year MSO will result in discontinuation of any unpaid incentive and/or recoupment of a previously paid incentive.**

5. Qualifications:
  - A. Nonprior Service (NPS) Only
  - B. Traditional High School Graduate (High School Diploma)
  - C. 50 QT or better
  - D. No FEDs or Moral Waivers

6. Rules of Engagement:

- A. Applicants should not be canceled from a traditional enlistment (4 or 6 year) and rebooked into this program (Exceptions can be approved by Group Commanders or Deputies)
- (1) Enlistment Agreement: AF Form 3007 will be supplemented using the DD Form 2863 and AF Form 3008
  - (2) MLS/Liaisons will ensure each NCS applicant's DD Form 1966 and DD Form 4 reflect two (2) years of active duty because MIRS is not programmed to handle the NCS time frame (Training + 15 months). The two (2) years will cover BMT, the longest technical school on the AFSC list, leave and training delays or increases, and the 15-month commitment. The DD Form 2863 supplements the DD 4, which defines the active duty portion of the NCS Program as "15 months of active duty following completion of initial entry training (to include skill training)."
  - (3) DD Form 1966 Codes and Annotations
    - a. Page 1 – Blocks 17e. "00166" and 18h. "2"
    - b. Page 4 – Remarks Section "2 Years"
  - (4) DD Form 4: Lines 8 (DD 4/1) and 20 (DD 4/3) – "2" (Years) and "00" (Weeks)
- B. MEPS Liaisons will job counsel and contract applicants after coordinating with their group operations, and ensure AFRISS is coded correctly
- (1) **BB** – A bonus in the amount of \$5,000 to be paid at the completion of the active duty or **extension** on AD
  - (2) **SS** - Repayment of my eligible student loans to a maximum of \$10,000 at the completion of active duty or **extension** on AD (See CLRP PGM). Applicants must take appropriate loan documentation to BMT
  - (3) **GG** – Educational allowance for twelve (12) months at the current rate applicable to participants in the MGIB under 3015(a)(1), 38USC (<http://www4.law.cornell.edu/uscode/38/3015.html>). May start to use this benefit at any time after completion of active duty or **extension** on AD. Benefit will cease if the SELRES obligation is not completed.
  - (4) **ZZ** – Educational allowance for thirty-six (36) months at 50% of the current applicable to participants in the MGIB under 3015(b)(1), 38USC. (<http://www4.law.cornell.edu/uscode/38/3015.html>) May start to use this benefit at any time after completion of active duty or **extension** on AD. Benefit will cease if the SELRES obligation is not completed.
- WARNING:** It is very important to remember that at this time, the NCS applicants are only reserved in AFRISS, one will not see a reservation in the Seat Match Screen of MILPDS. This leaves the potential for a double booking, which will cause major problems with filling both NPS and NCS seats and problems with credit and AFRISS record. All individuals within the squadron, MEPS and Group must ensure that someone reserved a NCS seat is not reserved a NPS seat in MILPDS.
- C. Group Ops will track bookings and available jobs, and forward reservation requests to AFRS/RSOPB
- D. AFRS/RSOPB will reserve job

7. Refer any questions, through your appropriate chain of command to HQ AFRS/RSOP, at DSN 665-0375 or commercial (210) 565-0375.

FOR THE COMMANDER

//SIGNED//

Daniel Woolever, Lt Col, USAF  
Deputy Chief, Operations Division